

Skills Summary Sheet

(Required for every I.S. Position)

Name: _____

Please complete the boxes below for the areas in which you have experience or training. Leave the boxes for other areas blank. For each subject you select enter the total duration of all your experience in years and months (example 1) or enter a "T" if you've only had training (example 2), the year in which you last worked or trained in this area and mark in the box indicating your current skill level. Please add any other relevant skills in the empty spaces provided.

	Duration of Experience			Last used or trained	Current Skill Level				Duration of Experience			Last used or trained	Current Skill Level									
	Enter "T" if you've only had training				Yrs	Mths	Year	Beginner	Intermediate	Advanced	Expert		Enter "T" if you've only had training			Yrs	Mths	Year	Beginner	Intermediate	Advanced	Expert
	Yrs	Mths	Year										Yrs	Mths	Year							
Example Skill Area																						
Example skill 1	I	6	97		4																	
Example skill 2	T		98		4																	
Analysis & Design																						
Analyzing technical requirements																						
Analyzing business requirements																						
Designing technical solutions																						
Designing business solutions																						
Cost benefits analysis																						
Modeling with UML																						
Stakeholder Analysis																						
Construction and Implementation																						
Preparing program specifications																						
Developing systems software																						
Developing applications software																						
Preparing technical documentation																						
Program source mgmt./control																						
System/data conversions																						
System Implementations																						
Testing																						
Preparing test data																						
Preparing test plans																						
Testing programs																						
Testing systems																						
Quality Assurance																						
Performing QA on software																						
Performing QA on procedures																						
Designing QA guidelines																						
Application maintenance and support																						
Modifying existing software																						
Troubleshooting system problems																						
Performing backups & restores																						
Scheduling and running batch jobs																						
Installing new packaged software																						
Media (Voice, data, image, video)																						
Troubleshooting problems																						
Installing comms. equipment																						
Publication/photo manipulation																						
Electronic publishing																						
Designing graphical web pages																						
Multimedia presentation/authoring																						
Tech Support (communications, hardware, systems software)																						
Troubleshooting problems																						
Installing hardware																						
Designing and installing networks																						
Maintaining networks																						
Installing/maintaining systems software																						
Databases																						
Designing new databases																						
Maintaining database integrity																						
Maintaining data dictionaries																						
Formal data modeling techniques																						
Customer Support/Communications																						
One on one customer support																						
Telephone support																						
Operating user helpdesk																						
Training																						
Developing user training material																						
One on one user training																						
Presenting class training																						
Managing Customer Relations																						
Resolving issues with user mgmt.																						
Developing business/IT plans with user mgmt.																						
Project Management																						
Managing teams of 3 or more																						
Managing 3 or more concurrent projects																						
Developing formal project plans																						
Planning																						
Strategic planning																						
Formal life cycle methodologies																						
New software/vendor evaluation																						
Business process reengineering																						
Other																						

PRODUCTS LIST – If you have experience in any of the products below, please complete as appropriate.

	Duration of Experience		Last used or trained	Current Skill Level			
	Enter "T" if you've only had training			Year	Beginner	Intermediate	Advanced
	Yrs	Mths					
Languages							
Assembler							
C							
C++							
C#							
CGI							
HTML							
Java							
Javascript							
JScript							
Visual Basic 5 - 6							
VB.NET							
Perl							
PHP							
PL/SQL							
PostScript							
Python							
SGML							
SQL							
T-SQL							
Unix Scripting Languages							
VBA							
VBScript							
XML							
Software							
Adobe Acrobat Suite							
Adobe Framemaker							
Adobe PageMaker							
Adobe Photoshop							
Dreamweaver							
Macromedia Suite							
Microsoft Access							
Microsoft Excel							
Microsoft Front Page							
Microsoft Infopath							
Microsoft Outlook							
Microsoft Project							
Microsoft Powerpoint							
Microsoft Word							
Miramo							
Norton's Antivirus/Utilities							
Optical character recognition							
Publishing pre-flight software							
RoboHelp							
Visio							
WinZip or PKZIP							
API's							
ActiveX							
ADO							
ADO.NET							
CGI							
ODBC							
OLE							

	Duration of Experience		Last used or trained	Current Skill Level			
	Enter "T" if you've only had training			Year	Beginner	Intermediate	Advanced
	Yrs	Mths					
CORBA							
JDBC							
MAPI							
Microsoft Win32 API							
SOAP							
Oracle Call interface (OCI)							
Xwindows							
Operating Systems/Middleware							
Linux							
Oracle Application Server							
RealServer							
SunOS/Solaris							
Windows NT 3.51, 4.0 or 5.0							
Windows Server 2000 - 2003							
Windows XP							
Windows Active Directory							
IDEs							
Borland C++ Builder							
Eclipse							
JDeveloper							
JBuilder							
Sun Java Studio							
Oracle Forms/Reports							
SQL Navigator							
Microsoft Visual Studio							
Development Frameworks							
Microsoft .NET							
Java 2 Enterprise Edition							
Databases							
DB2							
Microsoft Access							
Microsoft SQL Server							
Oracle							
Protocols							
Ethernet							
Fast Ethernet							
IPX							
Openview							
SNA							
SNMP							
TCP/IP							
Token-Ring							
Other							
Palm PDAs							
Windows CE PDAs							

Signed: _____ Date: _____